

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **PARKS SUPERINTENDENT**

DEPARTMENT: **PUBLIC WORKS**

BASIC FUNCTION:

Under general direction, to assist in the development of, and implement, a park maintenance and development program; to plan, direct and supervise the maintenance and care of parks, other recreational areas, park buildings, street trees, landscaped city facilities, open spaces and to do related work as assigned.

KEY RESPONSIBILITIES:

Plan, organize, and assign work related to landscaping grounds, maintaining buildings and other facilities in parks, installing, maintaining and removing trees.

Design and lay out minor landscape work such as irrigation and sprinkler systems or athletic fields and recreation areas.

Review work projects and ensure appropriate supervision of planting of shrubs, grass, trees and other landscape features.

Coordinate the repair of equipment used in park maintenance work.

Assist in the enforcement of City ordinances governing the safe and proper use of park and recreation areas and facilities.

Respond to citizen complaints and requests for information.

Requisition and purchase materials and supplies.

Prepare work schedules.

Estimate labor and material cost for work to be performed.

Provide information and data to public and community groups.

Maintain records of work performed and supplies used.

Attend meetings and provide staff assistance to the Parks and Recreation Commission.

Coordinate park maintenance activities with other City departments and divisions, and with

outside agencies.

Participate in budget preparation, capital improvement projects budgeting and administration of budgets.

Coordinate work with community groups and volunteers.

Prepare specifications, proposals, and all necessary documentation to provide contract services.

Supervise, train, and evaluate subordinates.

Serve as Deputy Public Works Director as directed.

QUALIFICATIONS:

Knowledge of:

Modern methods, materials, equipment, and tools used in the planting, cultivating, propagating, fertilizing, and trimming of trees, shrubs, flowers and lawns.

Plant pests and diseases, and methods of their control and eradication.

Basic construction and repair methods, Including carpentry, pipe fitting, painting, and cement work.

Maintenance and repair of light power equipment.

Safe work practices.

Recordkeeping and reporting procedures.

Principles of supervision, training, and performance evaluation.

Ability to:

Communicate clearly and concisely, orally and in writing.

Perform a variety of skilled tasks in park maintenance activity.

Plan, assign, and supervise the performance of park maintenance activities.

Maintain proper records and prepare accurate reports.

Read and interpret construction plans and specifications.

Recommend landscape, design and irrigation systems in park maintenance and planning.

Train, assess and perform pesticide application on small and large scales.

EXPERIENCE AND EDUCATION:

Any combination to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in park or ground maintenance including two years of supervisory or administrative responsibility in supervising a skilled work force in landscaping or park maintenance.

Education:

College level courses and or professional level training providing expertise in public and/or business or parks administration, landscaping and or planning as well as safe work operations

NECESSARY SPECIAL QUALIFICATION:

Possession of a Class C California Driver's license.

PREFERRED QUALIFICATIONS:

Current State of California Pest Control Advisor License

Current certified Arborist License

State of California Pesticide Applicator's License

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment; and reach with hands and arms while determining specifications or training and performing trade or custodial work. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret schematic data, interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment as well as dirty, dusty, odorous environments, on park construction sites, in confined spaces in the course of inspecting and monitoring work or supervising work crews.

This is an at-will Management classification.

DATE APPROVED: 4/20/04

Last reviewed: 2/04